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**GUIDELINES FOR REPORTING ALL-CARGO DATA**  
***PLEASE READ CAREFULLY INFORMATION AND GUIDELINES HAVE CHANGED***

**I. DEADLINES AND GENERAL INFORMATION**

- Calendar year 2005 all-cargo data should be received no later than **March 31, 2006**.
- Data may be submitted quarterly or annually.
- From this point forward, FAA Form 5100-108 and substitute carrier forms will no longer be accepted *unless* accompanied by a summary spreadsheet. Please see "Sample Excel File" in Section IV for preferred method of submission.
- All-cargo information is available online at:  
[http://www.faa.gov/airports\\_airtraffic/airports/planning\\_capacity/passenger\\_allcargo\\_stats/](http://www.faa.gov/airports_airtraffic/airports/planning_capacity/passenger_allcargo_stats/)
- Hard (paper) and soft (diskettes/CDs) submissions may be mailed to:  
L-3 Communications Titan Group  
EIS Division  
Attention: ACAIS  
11955 Freedom Drive  
Suite 10000  
Reston, VA 20190-5673
- Electronic data may also be emailed to [Sharon.Glasgow@faa.gov](mailto:Sharon.Glasgow@faa.gov). The email should clearly identify the airport, the name, address, and telephone number of the authorized airport person submitting the data, and whether it is an annual or quarterly submission (See Section IV).

**II. COMMON REPORTING PROBLEMS TO AVOID**

- Including data from previous quarter (i.e., when reporting 2<sup>nd</sup> quarter data do not lump the 1<sup>st</sup> quarter data in with the data for the 2<sup>nd</sup> quarter).
- Submitting more than one file for a quarter without indicating which file is the official submission.
- Submitting a revised version for a previous quarter without indicating what was modified.
- Submitting different landed weights than shown on standard list (Enclosure 2). Aircraft identification determines weight.
- Diskette or CD is blank or damaged.
- Format is not usable (i.e., unknown source/format).
- Missing or incorrect Air Carrier Identification information.
- Missing or incorrect Aircraft Identification information.
- Submitting data for carriers that are not all-cargo carriers (i.e., passenger carriers).
- Submitting data that are not relevant or consolidated in the format specified.
- Submitting electronic information for two airports in one file.
- Including lines for carriers and/or aircrafts with no data.

### III. REPORTING REQUIREMENTS

- From this point forward, FAA Form 5100-108 and substitute carrier forms will no longer be accepted *unless* accompanied by an excel summary spreadsheet. Please see Section IV for preferred format.
  - ❑ Do not send duplicate or conflicting data. If a change is needed to a report previously sent, clearly mark the form and the correction as a ‘Revision’ and state the correction in a letter.
- Each line or row of data submitted *must* include the information listed below:

LOCID	Location Identifier of the Airport reporting all-cargo data. Refer to Enclosure 4.
CARCD	Carrier code of the carrier performing all-cargo landings. Refer to Enclosure 3.
CARRIER_NAME	The full name of the carrier performing all-cargo landings. Refer to Enclosure 3.
AC_MODEL	Aircraft Model name (i.e., B-747-200A). Refer to Enclosure 2.
AC_ID	Aircraft identifier code. Refer to Enclosure 2.
AC_LANDED_WEIGHT	Maximum gross landed weight of the aircraft. Refer to Enclosure 2.
YEAR	Calendar Year of the all-cargo landing.
MONTH	Month of the all-cargo landing.
LANDINGS	Number of Landings for the reporting month/year performed on that aircraft by the specified carrier at the specified airport.

- If reporting data for more than one airport, please provide *separate* files for each airport.
- The listing of *Aircraft Landed Weight by Manufacturer and Model* (Enclosure 2) should be used when compiling all-cargo data. Please note that Aircraft ID’s have changed in recent years. Be sure to use this enclosure to verify that the data you submit is current. This list has been developed for reporting all-cargo data to the FAA and should not be construed as a comprehensive or official aircraft list. Aircraft in operation that are not shown on the listing may be verified with the National Planning Division at (202) 267-8739.
  - ❑ If the aircraft Manufacturer and Model matches the one provided on this list, but the ‘Aircraft Landed Weight’ differs by a number equal to or less than 10 percent, then report it as stated on the list. However, if the difference is greater than 10% and the aircraft landed frequently, please verify with the National Planning Division.
- The listing of *Cargo Carriers* (Enclosure 3) should be used when compiling all-cargo data. Please note that carrier names and carrier codes have changed in recent years. Be sure to use this enclosure to verify that the data you submit is current. Other air carriers such as scheduled airlines, commuter, or air taxi operators *should NOT be included unless they operate aircraft dedicated to the transportation of cargo only*. Foreign air carriers who meet all of the cargo criteria provided herein are also eligible for inclusion. All-cargo carriers not shown on the listing may be verified with the National Planning Division at (202) 267-8739.
- Data submittals must be accompanied by a statement from the airport certifying, under penalty of perjury, that the all-cargo data provided is true, correct and complete to the best of their knowledge, information and belief. The certification represents that your files, records, documents, and data have not been manipulated or falsified in an effort to receive a more favorable allocation of AIP funds. A false, fictitious, or fraudulent certification may be subject to criminal and/or civil prosecution, as well as appropriate administrative action.

#### IV. ELECTRONIC REPORTING FORMAT

- Electronic data submittals may be sent via a diskette or as an attachment to an email. It must be accompanied by a statement from the authorized airport representative certifying, under penalty of perjury, that the all-cargo data is true, correct and complete to the best of their knowledge, information and belief must be submitted with the data. The certification represents that your files, records, documents, and data have not been manipulated or falsified in an effort to receive a more favorable allocation of AIP funds. A false, fictitious, or fraudulent certification may be subject to criminal and/or civil prosecution, as well as appropriate administrative action.
- The file should be labeled with the airport location identifier, the quarter, calendar year of the reporting period and the format of the file enclosed.
- Electronic data should be submitted using the excel (.xls) file format shown below. If you are unable to submit using this format, a Comma Separated Value (.csv) or ASCII Text (.txt) format is also acceptable. See the format samples below.
- Excel Templates and samples are available online at:  
[http://www.faa.gov/airports\\_airtraffic/airports/planning\\_capacity/passenger\\_allcargo\\_stats/](http://www.faa.gov/airports_airtraffic/airports/planning_capacity/passenger_allcargo_stats/)

##### Excel (.xls) File – Preferred Format

Organize data by Carrier, then Aircraft, then month

LOCID	CARCD	CARRIER NAME	AC-MODEL	AC_ID	AC-LANDED-WEIGHT	YEAR	MONTH	# LANDINGS
XYZ	MIW	ABX AIR (AIRBORNE EXPRESS)	DC-8-61	351	240000	2005	1	27
XYZ	MIW	ABX AIR (AIRBORNE EXPRESS)	DC-8-61	351	240000	2005	2	26
XYZ	AMF	AMERIFLIGHT	LR-35A	198	15300	2005	1	68
XYZ	AMF	AMERIFLIGHT	LR-35A	198	15300	2005	2	66
XYZ	AMF	AMERIFLIGHT	LR-35A	198	15300	2005	3	73
XYZ	ER #	DHL AIRWAYS	B-727-200A	79	154500	2005	2	2
XYZ	ER #	DHL AIRWAYS	B-727-200A	79	154500	2005	3	7

##### Comma Separated Value (.csv) – Acceptable Format

Field Name	Size	Column Position	
		Start	End
LOCID	5 characters long	1	5
CARCD	4 characters long	6	9
CARRIER_NAME	20 characters long	10	29
AC_MODEL	11 characters long	30	40
AC_ID	3 characters long	41	43
AC_LANDED_WEIGHT	6 characters long	44	49
YEAR	4 characters long	50	53
MONTH	2 characters long	54	55
LANDINGS	4 characters long	56	59

### ASCII Text (.txt) – Acceptable Format

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XYZ AA AMERICAN AIRLINES B-727-200A 371154500200010 3
XYZ AA AMERICAN AIRLINES MD-88 360130000200010 362
XYZ CO CONTINENTAL AIRLINESB-727-200A 371154500200011 13
XYZ CO CONTINENTAL AIRLINESB-737-300 3391140002000 9 178
XYZ CO CONTINENTAL AIRLINESB-737-100 173 990002000 5 3
XYZ CO CONTINENTAL AIRLINESDC-9-31A 150 990002000 5 2
XYZ CO CONTINENTAL AIRLINESB-737-100 173 990002000 5 1
XYZ CO CONTINENTAL AIRLINESB-727-200A 3711545002000 6 55
XYZ CO CONTINENTAL AIRLINESB727 100/203951500002000 6 36

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- If using a database or spreadsheet application (other than Excel), use the ‘Save As’ or ‘Export’ capability to create either a .csv or .txt file. When saving/exporting a file, select either the ‘*Delimited*’ or ‘*Fixed Width*’ button, depending on your preference. Please specify the method used when submitting the information.
  1. Saving/Exporting a file as Delimited is a simpler process. Click the ‘*Delimited*’ button and select either ‘*comma*’ or ‘*tab*’ delimiters to separate fields.
  2. To save/export a file as Fixed click on the ‘*Fixed Width*’ button. Then, press ‘*Next*’ and define the width of each column by using the Comma Separated Value layout.

## V. DEFINITIONS

- **Aircraft Landed Weight** - The weight of an aircraft providing scheduled and nonscheduled service of only property (including mail) in intrastate, interstate, and foreign air transportation. For cargo service apportionment purposes, the aircraft landed weight is the certificated maximum gross landed weight of the aircraft type as specified by the aircraft manufacturer.
- **All-Cargo Aircraft** - Any aircraft specially designed, manufactured, and/or modified to be used solely for transportation of property (i.e., cargo, mail, and/or freight). Aircraft operations of revenue passengers and cargo are *excluded* from the all-cargo category. Aircraft with permanently installed passenger facilities (such as seats, overhead bins, interior decor, etc.) for scheduled and nonscheduled passenger flights are also *excluded* from the cargo category.
- **Cargo Service Airport** - An airport that is served by all-cargo aircraft in scheduled and nonscheduled service providing air transportation of only property, including mail, with an aggregate landed weight in excess of 100 million pounds.
- **FAA Form 5100-108 (All-Cargo Carrier Activity Report)** - Form used to report all-cargo data to the FAA to distribute federal Airport Improvement Program cargo entitlement funds. Must be accompanied by an excel summary spreadsheet
- **Number of Revenue Landings** - Landings performed by the cargo carrier in revenue producing or commercial operations only. It excludes landings in all non-revenue, training, or practice flights.